



STARS

Student Tracking and Reporting System

**Elementary School
Daily Attendance
User Guide
eSIS v 9.0
Version 1**

**Updated on:
August 19th, 2008**



Elementary School Daily Attendance User Guide

Table of Contents

Overview	3
Objective	3
Daily Attendance Class Entry	4
Full Day/Multi-Day Absence	6
Daily Attendance Mass Entry Screen	8
Student Absences Screen	11



Elementary School Daily Attendance User Guide

Overview

Taking attendance is a daily function all schools must perform within the school environment. It generates truancy reports for the District of Columbia Public School System and the individual DCPS schools, as well as keeps track of the student attendance record. In an Elementary School environment, students are taught in a self contained classroom learning every subject matter. Therefore, recording a student's attendance for the school day is performed one time, known as Daily Attendance. The attendance record created counts the student as either absent or present for the day.

Objectives

Upon completion of this session, participants should be able to:

- Successfully access the Attendance Module of DCSTARS
- Enter Daily Attendance in the Home Room Entry Screen
- Enter full day and multi-day absences
- Complete Daily Attendance in the Mass Entry Screen
- Perform Mass Sign In and Sign Out entry
- Successfully accessing and viewing Student Absences
- Generating Student Absence reports

Participant Prerequisites

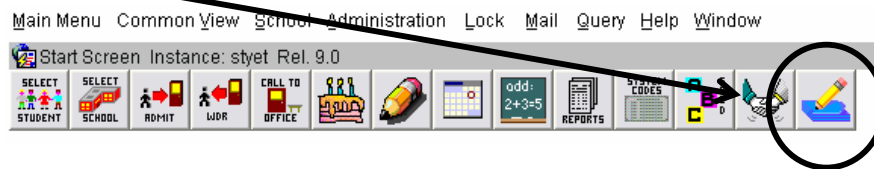
The participants of this class should have successfully completed the following training classes:

*DC STARS Overview

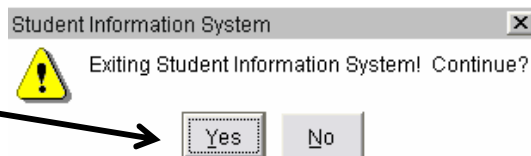
Accessing the Attendance Module

From the DCSTARS start screen, the user is able to begin documenting students' attendance by entering the Attendance Module.

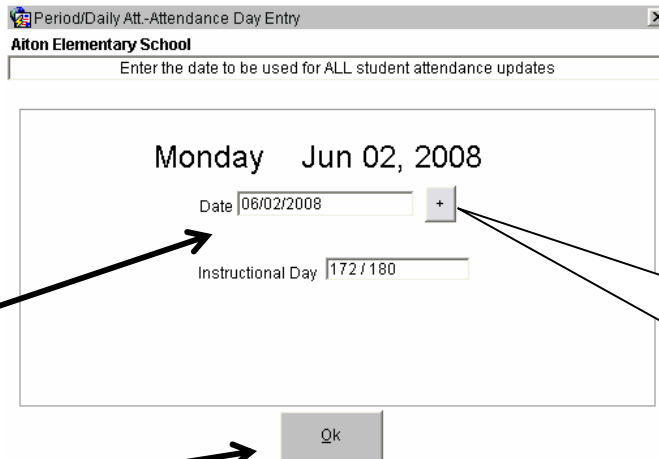
Select the Attendance icon on the DCSTARS toolbar.



Select **Yes** to exit the Student Information System.



The Date field automatically defaults to the current date. If attendance is entered for a different date, manually enter the attendance date.



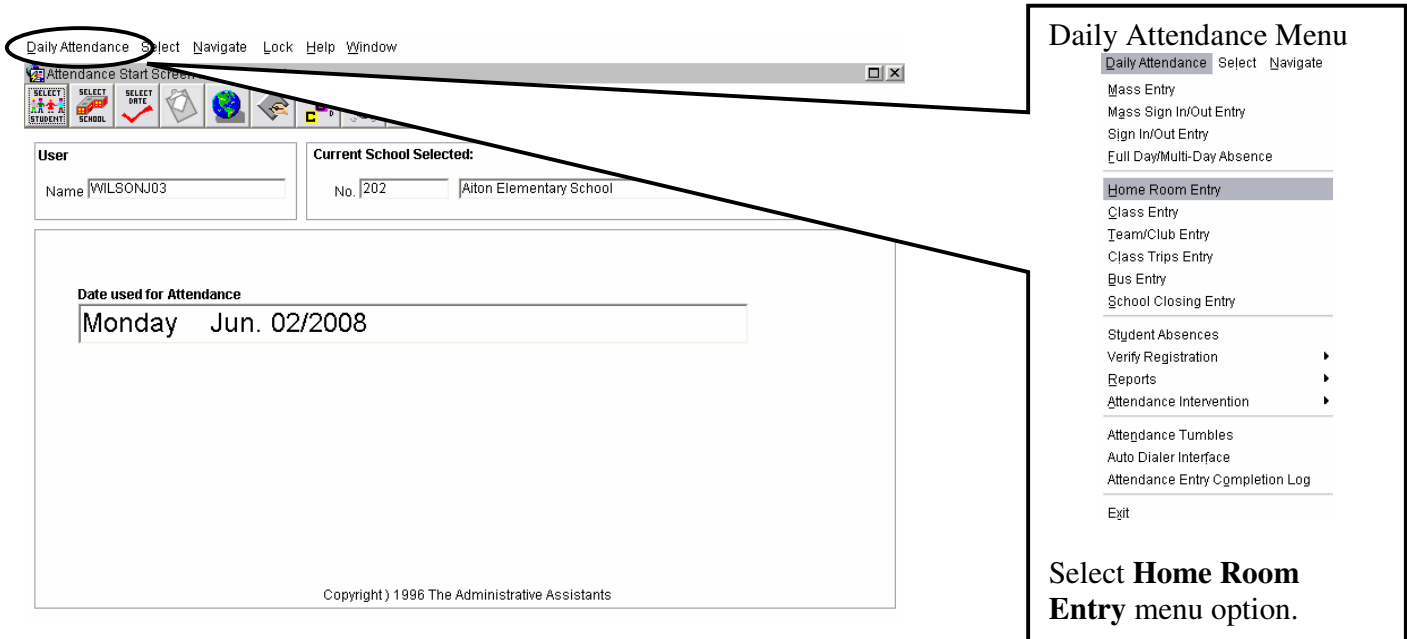
Click the plus sign to choose a date from the calendar.

Click Ok after the correct date is selected.

The Daily Attendance Start Screen will display.

1) Daily Attendance Homeroom Class Entry Screen

Daily Attendance Homeroom Class Entry Screen is used to mark students absent from class.

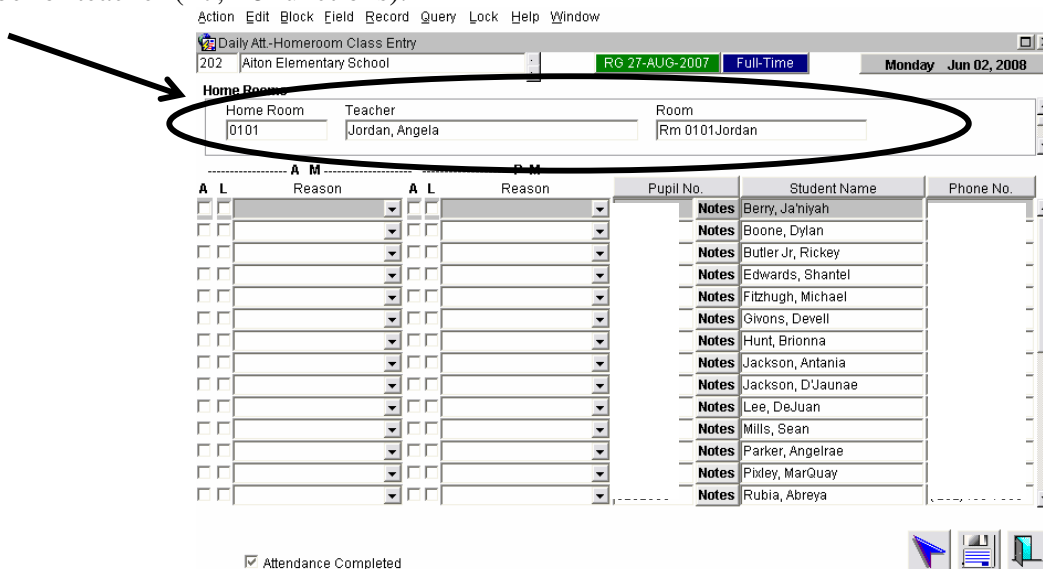


The screenshot shows the 'Daily Attendance Start Screen' with a menu on the right. A callout box titled 'Daily Attendance Menu' lists the following options:

- Daily Attendance (selected)
- Select
- Navigate
- Mass Entry
- Mass Sign In/Out Entry
- Sign In/Out Entry
- Full Day/Multi-Day Absence
- Home Room Entry (highlighted)
- Class Entry
- Team/Club Entry
- Class Trips Entry
- Bus Entry
- School Closing Entry
- Student Absences
- Verify Registration
- Reports
- Attendance Intervention
- Attendance Tumbles
- Auto Dialer Interface
- Attendance Entry Completion Log
- Exit

Below the menu, the 'Select Home Room Entry menu option.' text is present.

The Daily Attendance Homeroom Class Entry Screen will display. Query to select the desired homeroom number or teacher (F7, F8 functions).



The screenshot shows the 'Daily Att-Homeroom Class Entry' screen. A callout box highlights the 'Home Room' section, which contains the following information:

Home Room	Teacher	Room
0101	Jordan, Angela	Rm 0101.Jordan

Below this section is a table with columns for 'Pupil No.', 'Student Name', and 'Phone No.'. The table lists several students, each with a 'Notes' column and a 'Reason' column. The 'Reason' column has a dropdown menu for each student.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

In the AM section of the Daily Attendance Homeroom Class Entry screen, place a checkmark in the **A** column for absent students and a checkmark in the **L** column for late students. For each record, select the Reason dropdown menu to select the proper Reason for the absence. If the student is marked Tardy, make sure the word “Tardy” is contained in the Reason dropdown option.

Note: When the user marks the student Absent in the AM section of the screen, DCSTARS will automatically mark the student Absent for the PM section as well. Students present in class do not need to be marked in DCSTARS. To mark a half-day absence, uncheck the portion of the day the student was present. Select the Reason for each entry. Your entry is not complete until the user entered the required Reason.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

Action Edit Block Field Record Query Lock Help Window

Daily Att.-Homeroom Class Entry

202 Alton Elementary School RG 27-AUG-2007 Full-Time Monday Jun 02, 2008

Home Rooms

Home Room	Teacher	Room
0101	Jordan, Angela	Rm 0101 Jordan

A M		P M		Pupil No.	Student Name	Phone No.
A	L	A	L			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9221352	Berry, Ja'hayah	(202)398-8192
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9222842	Boone, Dylan	(202)425-5787
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9225668	Butler Jr, Rickey	(202)406-0102
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9221362	Edwards, Shantel	(202)388-7889
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9235473	Fitzhugh, Michael	(202)246-4606
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9221518	Givons, Devell	(202)397-4062
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9221522	Hunt, Brionna	(202)399-1156
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9221524	Jackson, Antania	(202)396-1098
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9228800	Jackson, D'Jaunae	(202)506-4293
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9225647	Lee, DeJuan	(202)581-6046
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9222843	Mills, Sean	(202)396-0348
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9221543	Parker, Angelrae	(202)460-0890
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9225795	Pixley, MarQuay	(202)396-5510
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9232308	Rubia, Abreya	(202)498-7863

☒ Attendance Completed

Check the **Attendance Entry Completed** box to save the attendance, and apply date/time for Attendance Entry Completion Log.

2) Full Day/Multi-Day Absence

Full Day/Multi-Day Absence screen is used to enter a single day or multiple days of student absences.

Daily Attendance Select Navigate

- Mass Entry
- Mass Sign In/Out Entry
- Sign In/Out Entry
- Full Day/Multi-Day Absence**
- Home Room Entry
- Class Entry
- Team/Club Entry
- Class Trips Entry
- Bus Entry
- School Closing Entry
- Student Absences
- Verify Registration
- Reports
- Attendance Intervention
- Attendance Tumbles
- Auto Dialer Interface
- Attendance Entry Completion Log
- Exit

From the Daily Attendance Start Screen, go to Daily Attendance menu and select the **Full Day/Multi-Day Absence**.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

When accessing the Full-Day/Multi-Day Absence screen, the last student previously queried on another screen is automatically defaulted to this screen.

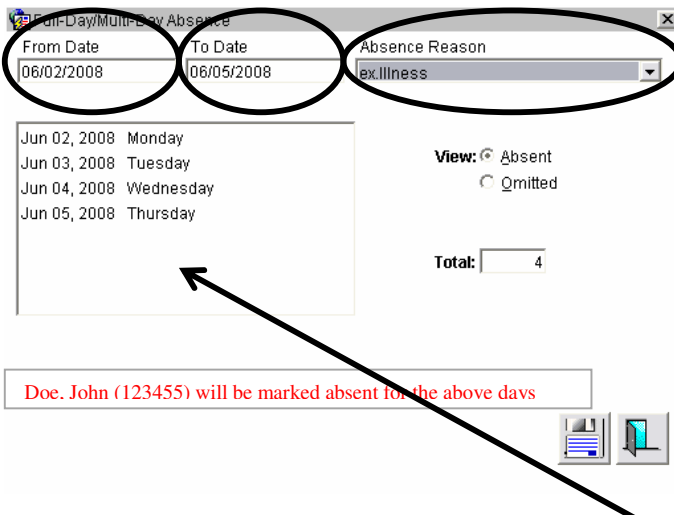
If a student is not previously queried on another screen, the **Select Pupil** window will appear.

The screenshot shows the 'Full-Day/Multi-Day Absence' window. It has fields for 'From Date', 'To Date', and 'Absence Reason'. Below these is a large empty box for a list of students. To the right, there are radio buttons for 'View: Absent' and 'Omitted', and a 'Total:' field. Overlaid on this is a 'Confirm Selection' dialog box with a red 'X' icon. The text in the dialog says: 'The currently selected student is Doe, John. Would you like to select another student to enter attendance for?'. There are 'Yes' and 'No' buttons at the bottom of the dialog.

Click **Yes** to choose another student, and **No** to select the current student.



Please Note: If the user selects YES, query a student from the Select Pupil window (F7, F8 functions). Click the **Select** button to choose the student.

The screenshot shows the 'Select Pupil' window. It has a menu bar with 'Action', 'Edit', 'Block', 'Field', 'Record', 'Query', 'Lock', 'Help', and 'Window'. Below the menu is a table with the following columns: 'Pupil Number', 'Gr.', 'Legal Name', 'First Name', 'M / F', 'Birth Date', 'School', and 'Phone'. The table is currently empty. At the bottom right of the window is a 'Select' button.



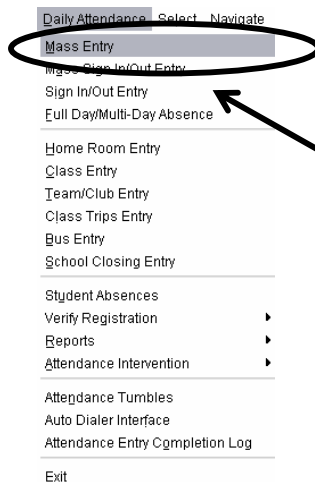
Enter the first date of absence in the **From Date** field, the last day of absence **To Date** field, and the appropriate absence reason in the **Absence Reason** dropdown menu.

The number of days the student is marked absent will appear and the student's detail record will reflect an absence for each class Daily.

Select the **Save** button  to store your information and exit through the door  to return to the Attendance Start Screen.

3) Daily Attendance Mass Entry Screen

The Daily Attendance Mass Entry Screen is a repository of all attendance records entered for a given day. The user is able to enter absence and tardy reasons for each class in this screen.



From the Daily Attendance Start Screen, go to Daily Attendance menu and select **Mass Entry**.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

The Daily Attendance Mass Entry Screen will display. All of the absent and late records entered in the Homeroom Class Entry screen and Full-Day/Multi-Day Absences are viewed in the Mass Entry screen.

Student Name	Pupil No.	Reason
Briscoe, Bre'Na		un.Unexcused Absence
Williams, Teyonna		un.Unexcused Absence
Hammond, Denisha		un.Unexcused Absence
Ford, Raquan		un.Unexcused Absence
Cole, Doris		un.Unexcused Absence
Livingston, Levon		un.Unexcused Absence
Fields, Alicia		un.Unexcused Absence
Campbell, Naneesha		ex.Religious Holiday
Livingston, Miranda		ex.Tardy - Bus Late
Holmes, Tierra		ex.Tardy - Excused
Harris, Johnithen		un.Class Cutting
French, De'Andre		un.Tardy Unexcused
Norris, Nielah		un.Truant
Miller, Quishawn		un.Unexcused Absence
Forney, Shyonna		un.Unexcused Absence

The Mass Entry screen should be used for entering and updating absence reasons.

Each row represents one daily absence for the student.

Select the Office Reason from the dropdown.

The user must update both the AM and PM Reasons. DCSTARS will not automatically perform this function in the Mass Entry screen.

After updating the Daily Attendance Mass Entry screen, select the Save button  to save your entry.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

To Add or Delete an attendance record from the Daily Attendance Mass Entry screen, select the **Insert/Delete** radio button.

Action Edit Block Field Record Query Lock Help Window

Daily Att-Mass Entry

202 Aiton Elementary School RG 27-AUG-2007 Full-Time Alert Monday Jun 02, 2008

☐ Query/Update ☒ Insert/Delete Defaults

Student Name	Pupil No.	Grade	AM Absent		PM Absent	
			A	L	A	L
Briscoe, Bre'Na	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams, Teyonna	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hammond, Denisha	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ford, Raquan	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cole, Doris	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livingston, Levon	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fields, Alicia	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campbell, Naneesha	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livingston, Myranda	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmes, Tierra	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harris, Johnithen	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French, De'Andre	?	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norris, Nielah	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miller, Quishawn	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forney, Shyonna	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason Code AM Reason Code PM

un.Unexcused Absence un.Unexcused Absence

ex.Tardy - Excused

ADD DEL

Notice the ADD and DEL buttons are now accessible for manipulating student absence records.

To enter a new Daily Attendance absence for a student, click the Add button **ADD**.

Action Edit Block Field Record Query Lock Help Window

Daily Att-Mass Entry

202 Aiton Elementary School Monday Jun 02, 2008

☐ Query/Update ☒ Insert/Delete Defaults

Student Name	Pupil No.	Grade	AM Absent		PM Absent	
			A	L	A	L
Briscoe, Bre'Na	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams, Teyonna	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hammond, Denisha	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ford, Raquan	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cole, Doris	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livingston, Levon	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fields, Alicia	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Campbell, Naneesha	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livingston, Myranda	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holmes, Tierra	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harris, Johnithen	?	05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French, De'Andre	?	03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norris, Nielah	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Miller, Quishawn	?	04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reason Code AM Reason Code PM

un.Unexcused Absence un.Unexcused Absence

ex.Tardy - Excused

ADD DEL

A blank row will appear.

There are two ways to enter a student:

- Type the pupil number in the **Pupil No.** column.
- Select the **?** in the **Pupil No.** column, and query the student by last name and/or first name in the **Select Pupil** window.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

In the **AM Absent** section of the Daily Attendance Mass Entry screen, click the checkbox in the **A (absent)** or **L (late/tardy)** column. Select the Reason Code AM dropdown menu to select the reason why the student was absent or late. in the Class Entry column and select either **Absent** or **Late** for the student.

Action Edit Block Field Record Query Lock Help Window


Daily Att-Mass Entry

202 Aiton Elementary School RG 27-aug-2007 Full-Time Alert Monday Jun 02, 2008

Query/ Update Insert/ Delete Defaults

				AM Absent			PM Absent		
Student Name	Pupil No.	Grade	A	L	Reason Code AM	A	L	Reason Code PM	
Briscoe, Bre'Na	3	2	05	<input type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>		
Zanders, Te'Miya	5	2	05	<input checked="" type="checkbox"/>	ex.Religious Holiday	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Williams, Teyonna	1	2	05	<input checked="" type="checkbox"/>	ex.Tardy - Bus Late	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Hammond, Denisha	3	2	05	<input checked="" type="checkbox"/>	ex.Tardy - Excused	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Ford, Raquan	3	2	05	<input checked="" type="checkbox"/>	un.Class Cutting	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Cole, Doris	3	2	04	<input checked="" type="checkbox"/>	un.Tardy Unexcused	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Livingston, Levon	5	2	05	<input checked="" type="checkbox"/>	un.Truant	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Fields, Alicia	4	2	05	<input type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Campbell, Naneesha	3	2	05	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Livingston, Myranda	1	2	04	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Holmes, Tierra	0	2	04	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Harris, Johnithen	3	2	05	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
French, De'Andre	7	2	03	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Norris, Nielah	3	2	04	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	
Miller, Quishawn	3	2	04	<input checked="" type="checkbox"/>	un.Unexcused Absence	<input type="checkbox"/>	<input type="checkbox"/>	un.Unexcused Absence	

ADD DEL

After entering the student's attendance information, select the Save button  to save the entry.

Default Absent Reasons

The Daily Attendance Mass Entry screen offers the user to insert default fields for the AM Absent reason codes such that the Reason Code will automatically populate with the default value without having to manually enter the codes.



STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

From the Daily Attendance Mass Entry screen, select the first dropdown menu next to Defaults to select the appropriate default for the entries.

Student Name	Pupil No.	Grade	A	L	Reason Code PM
Briscoe, Bre'Na	05				un.Unexcused Absence
Williams, Teyonna	05				un.Unexcused Absence
Hammond, Denisha	05				un.Unexcused Absence
Ford, Raquan	05				un.Unexcused Absence
Cole, Doris	04				un.Unexcused Absence
Livingston, Levon	05				un.Unexcused Absence
Fields, Alicia	05				ex.Tardy - Excused
Campbell, Naneesha	05				un.Unexcused Absence
Livingston, Myranda	04				un.Unexcused Absence
Holmes, Tierra	04				un.Unexcused Absence
Harris, Johnnithen	05				un.Unexcused Absence
French, De'Andre	03				un.Unexcused Absence
Norris, Nielah	04				un.Unexcused Absence
Miller, Quishawn	04				un.Unexcused Absence
Forney, Shyonna	05				un.Unexcused Absence

After the user selects a default reason code, add a pupil record, and check the appropriate checkbox (A or L).

Student Name	Pupil No.	Grade	A	L	Reason Code AM	A	L	Reason Code PM
Briscoe, Bre'Na	05				un.Unexcused Absence			un.Unexcused Absence
Williams, Teyonna	05				un.Unexcused Absence			un.Unexcused Absence
Zanders, Te'Miya	05				un.Truant			un.Truant
Zephyrin, Rodney	K				un.Truant			un.Truant
Hammond, Denisha	05				un.Unexcused Absence			un.Unexcused Absence
Ford, Raquan	05				un.Unexcused Absence			un.Unexcused Absence
Cole, Doris	04				un.Unexcused Absence			un.Unexcused Absence
Livingston, Levon	05				un.Unexcused Absence			un.Unexcused Absence
Fields, Alicia	05				ex.Tardy - Excused			
Campbell, Naneesha	05				un.Unexcused Absence			un.Unexcused Absence
Livingston, Myranda	04				un.Unexcused Absence			un.Unexcused Absence
Holmes, Tierra	04				un.Unexcused Absence			un.Unexcused Absence
Harris, Johnnithen	05				un.Unexcused Absence			un.Unexcused Absence
French, De'Andre	03				un.Unexcused Absence			un.Unexcused Absence
Norris, Nielah	04				un.Unexcused Absence			un.Unexcused Absence

The Reason Code AM field automatically inserts the default code in both the Reason Code AM and Reason Code PM.

Click the Save button and exit through door to return to the Attendance Start Screen.



Elementary School Daily Attendance User Guide

4) Student Absences Screen

Individual student absence data may be viewed from either:

Attendance module

Daily Attendance Select Navigate

Mass Entry
Mass Sign In/Out Entry
Sign In/Out Entry
Full Day/Multi-Day Absence

Home Room Entry

Class Entry

Team/Club Entry

Class Trips Entry

Bus Entry

School Closing Entry

Student Absences

Verify Registration

Reports

Attendance Intervention

Attendance Tumbles

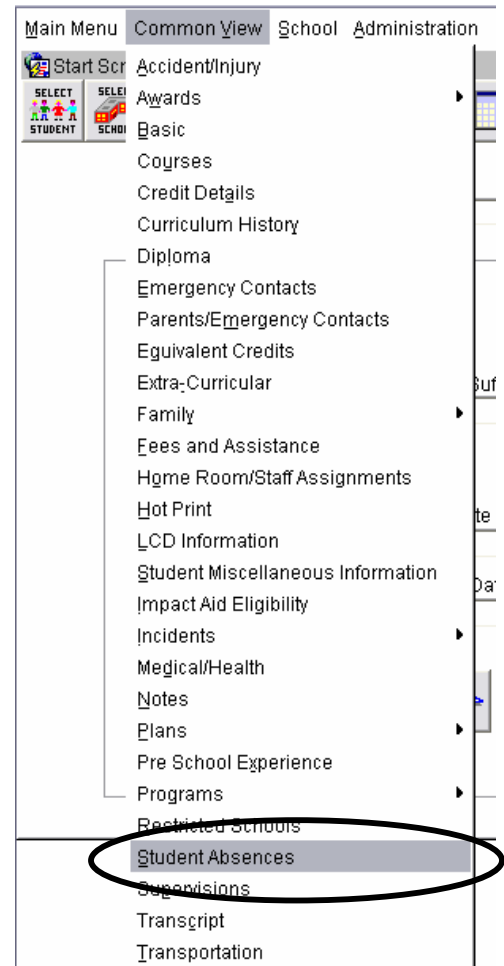
Auto Dialer Interface

Attendance Entry Completion Log

Exit

OR

Common View menu on the
DCSTARS Start Screen





STARS

Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

The student absences shows a list of all class Dailys for which a student has been marked absent or late along with the Office Reason assigned to the absence.

Daily Attendance - Student Absences

202 Aiton Elementary School Homeroom 0305 - Moody, Step... RG 11-FEB-2008 Full-Time

Pupil Number Legal Last Name Suffix Legal First Name Gender Birth Date Grade Middle Name

TOTALS (All Current Year Schools)

	Authorized	Excused	Unexcused	Total
A.M.	0.00	6.00	0.00	6.00
P.M.	0.00	6.00	0.00	6.00
Days	0.00	6.00	0.00	6.00

TOTALS (Current School Only)

Count of Absences/Lates

Lates 0 Total Days Present / Membership Days 72.00 / 78.00

Details

Date	A/L	Absence Reason (AM)	A/L	Absence Reason (PM)	Class Trip Type
04/01/2008	Edit	A ex.Illness	A	ex.Illness	
05/07/2008	Edit	A ex.Medical Appt	A	ex.Medical Appt	
06/02/2008	Edit	A ex.Excused Absence	A	ex.Excused Absence	
06/03/2008	Edit	A ex.Excused Absence	A	ex.Excused Absence	
06/04/2008	Edit	A ex.Excused Absence	A	ex.Excused Absence	
06/05/2008	Edit	A ex.Excused Absence	A	ex.Excused Absence	
	Edit				
	Edit				

Attendance History Student Notes

Print Mouse Print Screen



Attendance History

If the user desires to view a different student, manually delete the pupil number, type in the new pupil number, and then select Query.

This button will allow you to query another student by pupil number only.

Archived Attendance History

202 Aiton Elementary School

Student

9220643 Smith, Linda

Query

another student by pupil number only.

Absence History

	School	Year	Member Days	Days Absent	Unexcused Abs.
213	Brightwood Elementary School	2006	178	4	4

Period/Days Attendance Summaries

246 Hardy Middle School

Query

Student: ed, Julianna

Date Range - Start: 08/24/2007 End: 06/30/2008

Days Periods **Reasons**

	Authorized		Excused		Unexcused		Totals		Total Days
	Half	Full	Half	Full	Half	Full	Half	Full	
ex.Excused Absence	0	0	2	1	0	0	2	1	2.00
ex.Illness	0	0	1	0	0	0	1	0	0.50
Unexcused Absence	0	0	0	0	4	0	4	0	2.00
Total	0	0	3	1	4	0	7	1	4.50

Click the **Reasons** radio button to view the summary of the student absence data according to Reasons converted to full and ½ day absences.





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Student Tracking and Reporting System

Elementary School Daily Attendance User Guide

Action Edit Record Query Navigate Lock Common View Help Window

Period/Days Attendance Summaries

246 Hardy Middle School Query

☐ Days ☒ Periods ☐ Reasons

Student: ulianna

Date Range - Start: 08/24/2007 End: 06/30/2008

Click the **Dailys** radio button to view the summary of the student absence data according to Dailys.

Period	Authorized	Excused	Unexcused	Total Absent	Total Late
1	1	4	3	8	3
2	0	0	0		0
3	0	0	1	1	0
4	1	2	4	7	0
5	1	3	0	4	1
6	0	3	2	5	0
7	0	7	6	13	0
Total	3	19	16	38	4



Select the Attendance History button **Attendance History** to view the students archived attendance history from previous years, including every school attended in the District of Columbia Public School System.



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Archived Attendance History

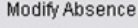
246 Hardy Middle School


Student

Query

Absence History

	School	Year	Member Days	Days Absent	Unexcused Abs.
272	Key Elementary School	2003	180	1	1
272	Key Elementary School	2004	183	1	0
246	Hardy Middle School	2005	178	2	0
246	Hardy Middle School	2006	220	1.5	8

The Modify Absence button  allows the user with proper authority to make changes to a student's current year attendance records.

To print the students Attendance Summary, select the Hot Print button .

Select the Attendance Summary checkbox to view the information.


Action Edit Record Query Navigate Lock Common View Help Window

Hot Print

Pupil No.

☐ Office Index Card
☐ Report Card
☒ Attendance Summary
☐ Condensed Attendance Summary
☐ Yearly Attendance Card
☐ Timetable
☐ Timetable Next Year
☐ Student Transcript
☐ Interim Report

☐ Status Sheet
☐ Student Transfer Form
☐ Notes
☐ Suspensions/Notes/Disciplines
☐ Student Medication History
☐ Student Screening History
☐ Student Verification Form
☐ Immunization
☐ Withdraw Form



Select the Hot Print button.